



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**  
**505 KAR 1:120**  
**3-JTS-2A-03; 3B-01, 02, 11—14;  
4C-27**  
**3-JDF-2A-03; 3B-01, 02, 07,  
10—12 ; 4C-27**  
**3-JCRF-3B-01, 02, 06—10, 12;  
4C-14**  
**1-JDTP-2C-01—08, 11**  
**1-JBC-2A-03; 3B-01, 02, 06—08,  
10—14; 4C- 27, 28**  
**NCCHC Y-A-07**

<b>CHAPTER: Health and Safety Services</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Emergency Plans</b>	
<b>POLICY NUMBER: DJJ 424</b>	
<b>TOTAL PAGES: 6</b>	
<b>EFFECTIVE DATE: 4/4/2014</b>	
<b>APPROVAL: A. Hasan Davis</b>	<b>, COMMISSIONER</b>

## **I. POLICY**

Each Department of Juvenile Justice program shall develop an Emergency Plan delineating procedures to cover situations including: fire, natural disasters, vocational classroom emergencies, medical emergencies, riots, toxic spills, bomb threats, work stoppages, hostage, deadly weapons, and other emergency situations.

## **II. APPLICABILITY**

This policy shall apply to all detention centers, group homes and youth development centers.

### **LIMITED APPLICABILITY**

*The Superintendent of each state operated or contract day treatment program shall ensure the development of an Emergency Plan which is in compliance with this policy and/or local school district requirements, to include monthly emergency drills. The superintendent shall ensure that the plan is available for staff's review at all times, that all personnel are trained in implementation, and that the plan is reviewed and updated annually.*

## **III. DEFINITIONS**

Refer to DJJPP 400.

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#### **IV. PROCEDURES**

- A. Each program shall have a written Emergency Plan. The Plan shall include the following:
  1. Provisions for emergency equipment and supplies to include:
    - a. Access to building/room floor plans.
    - b. Fire Extinguishers that are kept in fully charged and operable condition. Every extinguisher shall have a current valid inspection tag securely attached showing last maintenance or recharge date.
    - c. A fire alarm system including all heat and smoke detectors, sprinkler system, and a kitchen suppression system in youth development and detention centers, that are inspected quarterly unless otherwise indicated in federal, state, or local regulations, by a qualified outside vendor. The Fire Safety Officer shall maintain copies of these inspections.
    - d. A communications system within the facility and between the facility and community if conventional means of communications are disrupted.
    - e. Emergency lighting and power sources that are inspected weekly and load tested at least every other week by the physical plant personnel to ensure the provision of essential lights, and/or power during an emergency. Documentation of these tests shall be submitted to the Fire Safety Officer. Physical plant personnel shall keep documentation of all repairs to the system.
    - f. Exit signs and directional arrows for traffic flow.
    - g. Emergency food service and refrigeration.
  2. Evacuation plans, including primary and secondary routes, publicly posted in each building of the facility and in all areas where youth and staff routinely congregate.
    - a. The Fire Safety Officer shall ensure the emergency evacuation plans have been approved by an independent, outside inspector trained in the application of National Fire Safety Codes.
    - b. If any changes or modifications occur in any evacuation routes because of new construction, renovations, or modifications of the facility, the revised evacuation plan shall be approved by an independent, outside inspector trained in the application of national fire safety codes.
  3. Authority during an emergency situation shall remain with the highest ranking staff member in the facility at the time of the emergency. This staff member shall have absolute and total authority for decisions affecting the facility, DJJ employees, the emergency, and security of the premises. If a higher-ranking staff member arrives at the facility after a staff member has assumed control, the authority shall shift to the higher-ranking staff. The highest ranking staff member shall meet with arriving emergency services personnel and form a joint command.

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Emergency strategies and tactics concerning juveniles shall be determined by DJJ member in control. Emergency Services shall retain the ultimate control and authority over its personnel and their use during any emergency. Notice to the superintendent shall be immediate upon completing evacuation of all residents and staff.

4. Procedures for notification to law enforcement and emergency medical personnel.
5. Conduct fire, earthquake, lockdown, and tornado drills in various locations of the facility. Documentation of all drills including the scenario, staff response, identified problems and a corrective action plan shall be maintained.
  - a. Fire Drills
    - (1) Youth development centers and detention centers shall conduct five (5) fire drills per quarter. A fire drill shall be conducted each month during the school day. A fire drill shall be conducted on each remaining shift to include one per quarter during sleep time.
    - (2) Group homes shall conduct three (3) fire drills per quarter. A fire drill shall be conducted on each shift to include one per quarter during sleep time.
    - (3) Day treatment centers shall conduct monthly fire drills during the school day.
  - b. Tornado, Lockdown, and Earthquake Drills
    - (1) Youth development centers, detention centers and group homes shall conduct earthquake and tornado drills in such a manner that there is one (1) drill per shift per quarter to include one per quarter during sleep time.
    - (2) Youth development centers, detention centers, and day treatments shall conduct emergency response drills, during the school day, to include one (1) tornado, one (1) earthquake, and one (1) lockdown drill within the first thirty (30) instructional days of each school year and during the month of January. Youth development centers, detention centers, and day treatments shall conduct one (1) tornado drill, during the school day, in the months of February, March, and April.
    - (3) Group homes shall conduct one (1) lockdown drill within the first thirty (30) instructional days of each school year and during the month of January. The drills shall be conducted at the facility during non-school hours.
    - (4) Programs shall have Standard Operating Procedures for tornado, lockdown, and earthquake drills that detail the use of a drop procedure and safe areas. Reference KRS 158.163.
  - c. Provisions for immediate release of juveniles from locked area. There shall be instructions for the evacuation of incapacitated and disabled juveniles. Padlocks shall not to be used on isolation room doors. Unless there are overriding security or safety issues, staff shall escort youth from isolation to the evacuation area during any emergency drill. If it is necessary to leave a youth in isolation during a drill because of overriding circumstances, the

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Youth Worker Supervisor shall authorize this action and designate a staff member to remain in the isolation area with the youth.

- d. Procedures for a head count of all residents and staff. Youth shall be evacuated to a pre-designated safe area where a count will be conducted as soon as possible following evacuation. Any youth or staff not accounted for shall be reported immediately to the staff in charge. All youth and staff shall remain in the pre-designated safe area until directed otherwise by the local fire department personnel.
- e. The health aspects of Emergency Preparedness Plans shall be practiced, documented and critiqued at least annually. Emergency drills which do not involve mobilization of health staff shall not meet compliance.
6. Provision for medical care and emergency transportation for injured juveniles and staff to include but not be limited to:
  - a. Location and contents of first aid kits.
  - b. On-site emergency triaging process, first aid and crisis intervention;
  - c. Emergency on-call physician, dentist, and mental health professional services when the emergency health facility is not located in a nearby community.
  - d. Use of one or more designated hospital emergency rooms or other appropriate health facilities.
  - e. Use of an emergency medical vehicle. At least one state vehicle shall be kept on grounds at all times at 24-hour facilities located in areas where ambulance service is not readily available for the transfer of a youth for medical care.
  - f. Training of employees to respond to health-related situations within a four-minute response time.
7. Contingency plans for on-site housing, including arrangements for high-risk youth.
8. Predetermined site and transport arrangements for full facility evacuation; and security procedures for the immediate evacuation or transfer of youth when appropriate, including special instructions for high security youth.
9. Scheduled fire and safety inspections. The Fire Safety Officer shall maintain copies of these inspections.
  - a. Weekly fire and safety equipment inspection conducted by a qualified department staff member. This weekly inspection shall include at a minimum emergency lights, exit lights, fire extinguishers, smoke detectors, posted emergency evacuation routes, and obstructions of egress routes. The results of this inspection shall be documented and kept in a log.
  - b. A monthly fire and safety inspection conducted by the facility Fire Safety Officer. This inspection shall include all items checked during the weekly

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inspection of electrical equipment, chemical storage including flammable materials, tool and equipment storage, security devices and other facility specific areas/items as outlined in the facility's standard operations procedures manual.

- c. At least once each calendar year, the facility shall request an inspection from the State Fire Marshall's Office (SFM).
  - (1) Two months prior to the month of the last annual fire safety inspection, the facility Fire Safety Officer shall advise **in writing** the SFM regarding requirements for annual fire safety inspection. In the event that the SFM has not conducted this inspection by the anniversary date of the last inspection, the facility Fire Safety Officer shall submit a "Second Request for Inspection" letter through the Superintendent requesting an inspection. A copy of this letter shall be copied to the Regional Director.
  - (2) The Fire Safety Officer is responsible for developing a Corrective Action Plan (subject to review and approval by the Superintendent), timetables for completion on any deficiency noted and return to the office of the State Fire Marshall.
- B. The program's designated health authority, Qualified Fire Safety Officer, the Superintendent, and the local fire authority shall approve the Emergency Plan.
- C. The superintendent shall ensure that all personnel are trained in the implementation of the Emergency Plan. Familiarity with the Emergency Plan and the procedures to be followed in the event of a fire or other emergency shall be included in the orientation process for all new staff. The Emergency Plan shall be available for staff's review at all times.
- D. The superintendent shall ensure the inclusion of Emergency Procedures in the Resident Orientation Handbook.
- E. The Superintendent shall ensure that the Emergency Plan is reviewed annually by the Fire Safety Officer in collaboration with the local/state fire authority, updated as necessary and issued to the local fire jurisdiction and other responding agencies.

## **V. MONITORING MECHANISM**

The facility Fire Safety Office and the Program Superintendent shall monitor this activity. The Quality Assurance Branch shall conduct at least annual quality assurance monitoring audits.